
Job Opportunity

Delta Protection Commission

The Delta Protection Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religion, political affiliation, age, medical condition, political/religious opinion, discrimination complaint filing or sexual orientation.

May 18, 2012

STUDENT ASSISTANT

- A.** \$8.41 - \$8.00 per hour
- B.** \$8.99 - \$9.66 per hour
- C.** \$9.66 - \$10.38 per hour
- D.** \$10.38 - \$11.20 per hour

Under the lead of the Associate Governmental Program Analyst, the Student Assistant will be responsible for the following tasks:

DUTIES AND RESPONSIBILITIES:

- Log incoming land use/CEQA projects and track responses to comments within applicable timeframes
- Assist with preparing and mailing Commission agenda packets, attend Commission meetings (on Saturdays and Sundays and in the evenings) and assist with coordinating meetings and setting up meeting sites
- Assist Office Technician with answering and directing incoming telephone calls to the appropriate staff member and/or taking messages
- Assist Office Technician with opening mail and distributing mail to the appropriate staff
- File documents alphabetically and numerically
- Type, photo copy and fax documents

DESIRABLE QUALIFICATIONS:

- Ability to type and operate a copier and fax machine
- Knowledge of personal computers (Microsoft Office Suite)

- Ability to interact professionally with other staff members and the public
- Ability to work weekends and in the evenings, as needed
- Ability to work independently once trained
- Good attendance

POSITION LOCATION:

Delta Protection Commission
2101 Stone Blvd., Suite 210
West Sacramento, CA 95691

HOW TO APPLY:

Mail State application (*found at www.jobs.ca.gov*) to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825
(916) 574-1910

FINAL FILING DATE: Until Filled

WHO MAY APPLY:

Students who have applied for, or enrolled as a student in, an appropriate college or university program.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.